



**SAMPLE**  
**FOR OFFICIAL USE ONLY**  
**DEPARTMENT OF THE ARMY**  
Headquarters, 54<sup>th</sup> Infantry Division (Light)  
Fort Washington, Indiana 46216-5000



**ORDERS 080-02**

17 February 2003

Robertson, James L. 000-00-0000 SSG Btry A 1/16<sup>th</sup> FA Bn (W116AA) Ft Washington, IN  
46160-5000

You are deployed on a Temporary Change of Station (TCS) as shown below and are to return to your permanent station upon completion of the duties in support of this operation. You will submit a reviewed travel voucher for this travel to the finance office within 5 working days after return to home station.

Assigned to: Headquarters Garrison Command (W175AQ), 29<sup>th</sup> Infantry Road, Fort Belvoir, VA 20031-1000

Purpose: Deployment in support of Operation Noble Eagle

Number of days: Not to Exceed 365 Days

Will proceed date: 10 March 2003

Security clearance: Secret - NAC, Dtd 15 January 2001

Accounting classification: (See Annex B Orders and Funding For correct fund cite)

Movement designator code: PME2

Additional instructions: (WIAS Number -89-A10)

a. This is Temporary change of station (TCS). Normal PCS entitlements and allowances and relocation of family members are not authorized. Consolidated Personnel Policy Guidance (PPG) for Operations Iraqi Freedom, Enduring Freedom and Noble Eagle entitlements are listed at the DCS, G-1 web site

<http://www.armyg1.army.mil/militarypersonnel/policy.asp>

b. Temporary storage of HHG are authorized as provided by paragraph U4770-A, Joint Federal Travel Regulation, this may impact on the authorization for BAH. Contact the local transportation office for assistance.

c. Travel by POV is authorized as Not Advantageous to the Government Cost of transportation is limited to Official Directed Mode. POV Storage is authorized for RC soldiers.

d. Soldiers with greater than 200 days are authorized TDY weight allowance. Transport of personal weapon is not authorized. Excess OCIE baggage shipment will comprise of 2 OCIE bags and 1 weapons carrier bag NTE 200 pounds, if not transported as part of a military shipment.

e. You will bring only those items specified by the Personnel Policy Guidance or other appropriate authority. You will be provided a list of those items from your servicing personnel service center/company.

f. Soldier readiness processing will be accomplished prior to departure from losing installation/home station per chapter 4, AR 600-8-101. Losing installation commander will determine the extent of out-processing. Soldier will handcarry out-processing packet, field Military Personnel Records Jacket (MPRJ) along with associated transfer documents and records and deployment packet to the gaining PSC or replacement activity.

g. Government quarters and dining facilities will be used at the replacement activity and during deployment.

Essential unit mess has been declared by Assistance Secretary of the Army (Manpower and Reserve Affairs)

ASA(M&RA) for the mobilization and demobilization sites not to exceed (10) days). Per diem payable is \$3.00 per day for CONUS and \$3.50 per day for OCONUS. Per Diem will normally be paid for the travel to gaining station, or replacement activity unless prohibited by travel circumstances.

h. During period of deployment, gaining/deployed unit commander has responsibility for personnel service support to include awards and decorations, UCMJ, and all other forms of personnel and legal administration support except Reserve Component promotion authority.

i. For active duty soldiers, Basic Allowance for Housing (BHA) is based upon their permanent duty station. For reserves and retired members called or ordered to active duty BHA is based on their principal place of residence when called or ordered to the tour of active duty if denied movement of dependents and HHG.

j. Soldier may submit interim travel voucher if otherwise entitled to per diem and/or travel for the monthly payment of accrual travel payment. Care should be taken to keep all required documents to support payments/request for payments. All documents will be required upon final settlement voucher.

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- k. Use of leave during this deployment is recommended for all soldiers. A copy of the leave record will be submitted upon completion of this operation with the final settlement voucher. If unable to take leave taken during this period a payment of unused leave is authorized with no impact to career leave sell back of 60 days.
- l. Additional movement requirements will be completed using amendment orders, format 700, movement to return to CONUS will also be completed using a format 700.
- m. Soldier should go to the AKO web site at [https://www.us.army.mil/portal/portal\\_home.jhtml](https://www.us.army.mil/portal/portal_home.jhtml) and establish an AKO email account.

Format: 401

FOR THE COMMANDER

JACK A. NICHOLSON  
LTC , GS  
Director, Military Personnel

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